



Job Announcement

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Opening Date:	May 15, 2009	Closing Date:	May 29, 2009
Job Title:	Licensing Assistant	Position Type:	Regular Full Time
PIN:	059911	FLSA Status:	Non-Exempt
Location:	Circuit Court for Baltimore City Baltimore, Maryland	Grade/Entry Salary:	J05 \$26,504 - \$31,368 (Depending on Qualifications)
Financial Disclosure:	No		

Regular State employees subject to promotion/demotion policy

Essential Functions: Types and issues licenses after reviewing license applications for proper information. Determines fees, calculates tax and penalties and collects fees. Operates cash register and balances cash with register tape. Assists the public regarding license requirements. Confers with State License Bureau and other agencies on issues regarding licenses. Verifies and make corrections to computer reports from the State License Bureau. Processes marriage applications and performs ceremonies as required. Prepares monthly reports.

Education: High School Diploma or GED.

Experience: Minimum of one year related experience.

Skills/Abilities: Ability to communicate in an effective, patient and tactful manner, when dealing with customers and co-workers. Ability to articulate clear directions, instructions and information to customers. Must also be able to interpret and apply job-related codes, procedures, regulations and laws. Ability to operate a personal computer and type 35 wpm net with no more than 5 errors or 5,000 kph net with no more than 10 errors, as demonstrated by successful completion of a typing or alphanumeric data entry test, each test not to exceed 5 minutes. Must demonstrate excellent basic mathematical skills and the ability to use a calculator to accurately perform such computations as fees due, penalties, interest, commissions, and percentages. Ability to perform all of the essential functions of this position.

Please submit a Maryland Judiciary Employment Application (unsigned applications will not be accepted). You may also include with your application, a cover letter and resume. Materials must be received at the address below by 4:30 p.m. on the closing date. The Human Resources Department will not be responsible for applications sent to any other address.

Circuit Court for Baltimore City
Room 412 Courthouse East
111 North Calvert Street
Baltimore, MD 21202
Attn: Frank M. Conaway, Clerk of Court

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check. Applicants must be United States citizens or eligible to work in the United States.